2023 Student Job Data Guidance for Spring & Summer

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SPECIAL INFORMATION FOR APRIL 2023

STUDENT AWARD PROCESSING

Areas will soon start processing Academic Year 2022-2023 student awards for payment in April. To facilitate with this effort, please use the following guidelines:

1. Determine if the student award is given based on the student being employed (i.e., Outstanding Graduate Researcher, Teaching Assistant, Grader). If the award is given based on employment status and students who were NOT employed cannot be considered, the award must be processed through Clemson University payroll via special pay. The award is subject to income taxes being withheld per IRS regulations at the supplemental tax rate (22% Federal Tax, 6.5% State Tax, 7.65% FICA tax if applicable). Employer fringe benefit rates will be applied to the award. The award should be coded to account 7304 – taxable prizes and awards.
   a. If the award needs to NET a certain amount (i.e., bring home $500), please contact Payroll@clemson.edu for a gross-up calculation.
2. If the student award is strictly academic, meaning any student could receive the award whether they were employed or not, the award is NOT related to employment and should NOT be processed through payroll. The award payment should be processed via Accounts Payable, using the STDNT business unit in PeopleSoft Financials. The award should be coded to account 7304 - taxable prizes and awards.
   a. Academic Awards to International Students (nonresident aliens for tax purposes) are subject to 30% Federal Tax Withholding. Please contact International Employment intlemployment@clemson.edu for a determination of the tax withholding and for a gross-up calculation if the award needs to NET a certain amount.

These guidelines are not intended to change any part of student award processing handled via Financial Aid. If you have any questions, please contact Payroll@clemson.edu.

FEDERAL WORK-STUDY (FWS) STUDENT WORKERS

FWS funds pay student workers only for work performed through the last day of classes, 4/28/23. For the 5/15/23 payday, students may be paid with FWS funds for hours worked 4/16/23 – 4/28/23. It is required that the hours worked on 4/29-4/30/23 be paid by 100% departmental funds (account **5150** – Salary & Wages Undergraduate) and all hours posted after the 5/15/23 payday be covered with 100% departmental funds.

Graduating FWS Students:

- FWS student workers who are graduating must be terminated or transferred to 100% departmental funds (account **5150**) effective 4/29/23 (last day worked 4/28/23). The deadline for data entry into CUBS is **4:00pm on 5/1/23**.
- For Kronos timekeeping divisions, it is VERY important to **first move the student worker to 100% departmental funds BEFORE entering the Termination**. This is necessary to ensure the Kronos data passes back to PeopleSoft payroll correctly for the final paycheck.

Continuing FWS Students:

- The FWS program will not offer FWS funding for this summer.
- Students who will continue to work during the summer **MUST** be transferred to 100% departmental funds (account **5150**) effective **4/29/23** by sending a Job Earnings Distribution change to the Data Center. The deadline for data entry into CUBS is **4:00pm on 5/1/23**.
- If a current FWS student will **NOT** be working during the summer but plans to return as a student worker in the Fall, send a Start Student Break request to the Data Center and **include the Job Earnings Distribution to change the account number**. The deadline for data entry into CUBS is **4:00pm on 5/1/23**.
- It is not necessary to terminate and rehire; however, students who are not removed from the FWS account and transferred to departmental funds (account **5150**) will cause a need for payroll corrections should they be awarded FWS for the following year. The FWS account changes from year to year. Students should never be placed on the FWS account from year to year until they apply and are hired through the FWS portal. Once a FWS student accepts a job the supervisor and payroll contact are notified via email. The email to the payroll contact is notification that the student may be placed on the FWS account. The new FWS account is updated yearly via the FWS site, www.clemson.edu/fws under the User Guide.

➢ ***Reminder:*** ***When transferring students from work-study to departmental funding, you must change the account number from 5152 (FWS) to 5150 (Sal & Wages Undergraduate). Please check for this when making the change.***

If you have questions regarding FWS, please call Debra Vassey at 864-656-2280 or via e-mail at dvassey@clemson.edu.

Submit changes to HR via the Data Entry Change Form - Paper Version.

GRADUATING STUDENTS

GRADUATING STUDENTS:

A student who graduates cannot remain in a student position past graduation day.

- See next section below for specifics related to terminating a 9-month Graduate Assistant.
- Reference the FWS section above for specifics related to terminating FWS students.
- Otherwise, follow the guidelines below.

A graduating student must be terminated no later than the day after their applicable graduation day (effective dates 5/11/23 – 5/12/23), with last day worked being no later than their graduation date or transitioned to a non-student status as of their graduation date, depending upon their graduation day.

Process Steps:

Process the Request for Termination via the Student Termination Request form using an Effective Date of the day after the student's last day worked, which should be no later than their specified graduation date.

TERMINATING 9-MONTH GRADUATE ASSISTANTS

Indicating a termination on the GS61 will NOT also update PeopleSoft HR. To terminate the job and stop payroll payments, follow the guidelines in this section.

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/23, paying them through the end of the academic year, which is 5/16/23. To accurately pay them in full on 5/15/23 and reflect a termination date no later than the day after graduation (last day worked being the day of graduation), **do not process the termination until after payroll is confirmed for the 5/15/23 payday (process on or after 5/11/23, but no later than 5/16/23).** If the term date is entered too early, the Graduate Assistant will be short-paid on 5/15/23.

Process Steps:

Process the Request for Termination via the Student Termination Request form using an Effective Date of the day after the student's last day worked, which should be no later than their specified graduation date.

NEW STUDENTS

New Hire Reminders:

- New US hires require an I-9 prior to entry into PeopleSoft.
- New International Hires require International Hire Form Approval prior to entry in PeopleSoft. Approval from International Employment is required prior to starting work.

New Students:

- Students who were enrolled in classes during Spring 2023 may be hired as new student workers during the summer. The hire date should be effective the first day of work.
- New students who are not enrolled until Fall 2023 **cannot** be hired as student workers during the summer. You may bring them on board as a part-time temporary worker for the summer months, until the first day of classes on 8/23/23.

- If they will be hired as a student worker for Fall 2023, the part-time temporary record must be terminated effective 8/23/23 (last day worked 8/22/23) and then follow the normal procedures for hiring a student worker.
- If the student will attend structured training, you may hire them into a student job as early as 8/1/23.

Process Steps:

1. HR/Payroll Liaison meets with the student to view documents used for the I-9 and makes copies.
2. Student completes the New Employee Data Sheet.
3. HR/Payroll Liaison enters the hire via the CU Add a New Student Hire form in PeopleSoft HR.
4. If the electronic I-9 is used, the HR/Payroll Liaison creates a folder on their computer labeled Budget Center_Employee Name_I-9 Docs (Example: CECAS_John Doe_05.01.2022_I-9 docs) and place the copies of the I-9 documents in the folder.
5. HR/Payroll Liaison uploads the folder to the Secure Box.
6. Student completes Section 1 of the online I-9 24 hours after the hire is entered in PeopleSoft.
7. When Section 1 is completed, the HR/Payroll Liaison completes Section 2.
8. If the paper I-9 is used, the HR/Payroll Liaison delivers the signed, original I-9 and copies of the documents provided to ASB. In this case, the documents **do not** need to be uploaded to Box.

Important Reminders:

- If the student is International, an International Hire Request approval is required.

SUMMER BREAK: CURRENT STUDENTS NOT WORKING DURING SUMMER BUT ARE PLANNING TO RETURN IN THE FALL

The procedures detailed below apply to both US and International Student Workers. International Employment will soon send a communication regarding placing international students on break for the summer and returning in the fall.

12-Month Students:

Place 12-month undergraduate and graduate student workers who will not be working during the summer but are planning to return to work in the fall, on student break for the summer. Request via the Data Entry Change Form - Paper Version (include an effective date). ***See Process Steps below.***

9-Month Students:

It is required that all US and International 9MA graduate assistants (GAs) and resident assistants (RAs), who will not be working over the summer, be placed on "Start Student Break or Initiate International Break" status effective in CUBS no later than 5/17/2023. These entries prevent students from receiving unnecessary weekly emails regarding the time capture system over the summer, ensure reliable data, and to help HR provide a reliable headcount of who is working at any given time during the year**.** ***See Process Steps below.***

Note: Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/23, paying them through the end of the academic year, which is 5/16/23. Be mindful of this when putting them on break, as the effective date must be 5/17/23 and should not be entered until after paylines are created for the 5/15/23 payday (process on or after 5/3/23). If the effective date is entered too early, the Graduate Assistant will be short paid on 5/15/23.

Graduate Assistant Specific:

To coincide with any entry in PeopleSoft HR, *you must notify the Graduate School (via the on-line Assistantship/Fellowship Report GS61 system) of graduate student status by the summer session.* If a Graduate Assistant is on break in PeopleSoft, the GS61 must also reflect the break. If you are not the person to enter this information into the GS61 system, please coordinate the entry with your Graduate Student Coordinator(s).

Process Steps:

Send the change to the Data Center utilizing the Data Entry Change Form - Paper Version.

1) Process the request for Start Student Break or Initiate International Break on the Data Entry Change Form - Paper Version. **Be sure to include an effective date and an earnings distribution change for FWS students.** REMINDER: The same submission can include the Start Student Break and the earnings distribution change.
   a) Enter an Effective Date equal to the first day not working.

2) Process the request for Return from Student Break or End International Break on the Data Entry Change Form - Paper Version.
   a) Enter an Effective Date equal to the first day back in active status.
   b) If the student worker is not returning to work, process a termination via the Student Termination Request form. Note regarding Graduate Assistants, indicating a termination on the GS61 will NOT also update PeopleSoft HR. To terminate the job and stop payroll payments, follow the guidelines in this section.

- *Note: For International Students, if you are increasing the student's hours when returning them from leave, an International Hire approval is required.*

- *Reminder: If the student is not returning to work in the fall, a termination is required. Students not returned from Start Student Break or Initiate International Break prior to the start of the Fall semester will automatically be terminated.*

Do not put Federal Work Study students on break while still in the FWS status.

If a current FWS student will NOT be working during the summer but plans to return as a student worker in the Fall, follow these process steps to send a request to the Data Center via the Data Entry Change Form - Paper Version.

1. Include a Job Earnings Distribution to change the account number.
2. Enter the effective date and select Start Student Break. The deadline for data entry into CUBS is 4:00pm on 5/2/23.

STUDENTS WHO WILL REMAIN ACTIVE OVER THE SUMMER

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/23, paying them through the end of the academic year, which is 5/16/23.

9-MONTH GRADUATE ASSISTANTS: ACTIVE DURING THE SUMMER

- Leave GAs in the 9MA status during the summer
- Pay will automatically be suspended from 5/17-8/14
- If a 9MA GA will be working over the summer in their GA status, pay via on-line special pay
    - This is the same process, with the same deadlines, as pay for 9MA faculty members
- Use the Earnings Code SGA = Summer Graduate Assistant on the on-line special pay or recurring pay. **The SGA earnings code should only be used for 9MA Graduate Assistants.**
- A 9MA GA being paid over the summer *will NOT have to go without pay on 5/31/23* due to the efforts outlined in this documentation.

Per the Graduate School, all 9MA GAs that will have assistantships over summer must be added to the GS61, following the process outlined by the Graduate School. You must enter all information, including any changes to the standard hours and job code/title. Work hour limitations still apply per student worker policies. For questions regarding the GS61, please contact Kelsey Loftus at klloftu@clemson.edu.

As a reminder, changes applicable to Fall also have to be updated on the GS61 for Fall 2023.

Anything NOT changed in Job Data will be applicable when the 9MA GA returns to work in Fall 2023.

If the 9MA GA will have different Standard Hours or a different Job Code/Title over the summer, process or request a change in Job Data.

- Use the Effective Date of 5/17/2023 for Job Data changes for Summer I or all summer.
- Use the Effective Date of 6/28/2023 for Job Data changes for Summer II.
- Use the Effective Date of 8/15/2023 for Job Data changes for Fall 2023.

9-MONTH GRADUATE ASSISTANTS: CHANGING TO 12H FOR THE SUMMER

There is NO change in processing if a 9-month GA will be an active student worker over the summer, not in a GA status, but as hourly graduate student worker. They must still be changed to the 12H pay group effective 5/17/23 and changed back to the 9MA status effective 8/15/23, which is the first day of the academic year.

- *Reminder*: Please be aware of the lag to pay and ensure the lag is communicated to the student worker going from 9MA to 12H.

  Payday Information

  End of spring: Last 9MA payday = 5/15/23 for work performed through 5/16/23 and First 12H payday = 6/15/23 for work performed 5/17/23-5/31/23.

  End of summer: Last 12H payday = 8/31/23 for work performed through 8/14/23 and First Fall 9MA payday = 8/31/23 for work performed 8/15/23-8/31/23.

Process Steps:

Send the change to the Data Center utilizing the Change/Hire form.

1) **Changing to 12H for Summer 2023**
   a) Enter an Effective Date of 5/17/23

2) **Changing back to 9MA for Fall 2023, if applicable**
   a) Enter an Effective Date of 8/15/23

12-MONTH GRADUATE ASSISTANTS: CHANGING TO 12H FOR THE SUMMER

If a 12-month GA will be an active student worker over the summer, not in a GA status, but as an hourly graduate student worker, follow the process steps below.

Process Steps:

Send the change to the Data Center utilizing the Change/Hire form.

1) **Changing to 12H for Summer 2023**
   a) Enter an Effective Date equal to the first day in the 12H status

2) **Changing back to 12-month GA for Fall 2023, if applicable**
   a) Enter an Effective Date equal to the first day in the GA status

- *Reminder*: To coincide with any entry in PeopleSoft HR, *you must notify the Graduate School (via the on-line Assistantship/Fellowship Report GS61 system) of graduate student status by summer session.* If a 12-month Graduate Assistant is on break in PeopleSoft, the GS61 must also reflect the break. If you are not the person to enter this information into the GS61 system, please coordinate the entry with your Graduate Student Coordinator(s).

STUDENT MAILING ADDRESS CHANGES

Active student workers can change their mailing address at my.Clemson.edu.

Terminated student workers, who are still enrolled students, can also change their mailing address at my.Clemson.edu.

Terminated student workers, who are no longer enrolled students, can change their mailing address using the Change of Address Links webpage.

Scenario	Special Notes	Deadlines and Key Dates:
Federal Work Study: Last Day Allowed on FWS funds is the last day of classes - Friday, April 28 (4/28/23)	Term as of 4/29/2023 or transition to other funding	4:00pm, Monday, May 2 (5/2/23)
12-month Graduate Assistant: Graduating or Terminating	Must be terminated no later than the day after their applicable graduation day or last day worked if before graduation day Update GS61 per guidance from Grad School	To pay accurately on 5/31/23, deadline is 4:00pm, Tuesday, May 16 (5/16/23) Effective Date = day after last day worked, but no later than graduation day
12-month Graduate Assistant: Changing to 12H for summer	If applicable, change back to 12L for the Fall semester Update GS61 per guidance from Grad School	To pay GA status accurately on 5/31/23, deadline is 4:00pm, Tuesday, May 16 (5/16/23) Effective Date = first day in 12H status
9-month Graduate Assistant: Graduating or Terminating	To pay in full on 5/15/23, do not send term paperwork until we process payroll for 5/15/23 Update GS61 per guidance from Grad School	Send term on or after 5/11/23, but no later than 5/16/23 Effective Date = day after last day worked, but no later than graduation day
9-month Graduate Assistant: Changing to 12H for summer	Communicate LAG of pay to student Update GS61 per guidance from Grad School	To pay in full on 5/15/23, send change on or after 5/11/23 Change to 12H effective 5/17/23 If applicable, change back to 9MA effective 8/15/23
9-month Graduate Assistants (GAs) and Resident Assistants (RAs) NOT working over the summer	Required to be on break Action: Start Student Break or Initiate International Break GA specific: Update GS61 per guidance from Grad School	Effective no later than 5/17/23 To pay in full on 5/15/23, send term on or after 5/11/23, but no later than 5/16/23
12-month undergraduate or grad hourly Graduating or Terminating	Must be terminated no later than the day after their applicable graduation day or last day worked (before graduation day)	Effective date = day after last day worked
12-month undergraduate or grad hourly NOT working over the summer	Do NOT put FWS students on break while still in the FWS status. First change the Job Earnings Distribution, then change to Start Student Break.	Effective date = first day not working If FWS, submit by 4:00pm, Monday, May 1 (5/1/23)
Any Student: Return from break (end of summer)		Return from break no earlier than 8/23/23 (first day of classes)

Any Student: Not returning from break (end of summer)	Submit a termination as soon as possible once you are aware student is not returning	Effective date = day after last day worked
New Students, not enrolled	May be hired as part-time temporary for summer work but must transition to student job for Fall 2023. Last day worked in this role would be 8/22/23.	Student hire date no earlier than 8/23/23 (first day of classes) If attending structured training, may hire as early as 8/1/23
New Students, enrolled in Spring 2023 or Summer 2023	This does not apply to newly enrolled students as of Fall 2023. See New Students, not enrolled directly above	Effective date = first day of work

Quick Links

Data Entry Change Form - Paper Version

Student Termination Request form